

# **Records Review Requirements**

## **DOCUMENTS NEEDED FOR SEPARATION SERVICES RECORDS REVIEW APPOINTMENT**

- ☐ **CURRENT SERVICE MEMBER GROUP LIFE INSURANCE (SGLI)/DD FORM 93 (RECORDS OF EMERGENCY DATA), FROM S-1**
- ☐ **DD FORM 2697 (REPORT OF MEDICAL ASSESSMENT), FROM RAYMOND W. BLISS ARMY HEALTH CENTER**
- ☐ **DENTAL CARE SHEET SF 603 MUST HAVE 90 DAY STAMP (WITH 'HAVE BEEN'/'HAVE NOT BEEN' COMPLETED STAMP CIRCLED), FROM RUNION DENTAL CLINIC**
- ☐ **OVER-STAMPED ORDERS FROM FINANCE (INCLUDES SOLD LEAVE DAYS & SEPARATION PAY IF APPLICABLE. THIS INFORMATION CAN BE OBTAINED DURING THE FIRST VISIT)**
- ☐ **DD FORM 2648 (PRE-SEPARATION CHECKLIST), FROM SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SEE SLF-TAP IN BRIEF)**
- ☐ **ALL SOLDIERS WILL COMPLETE THE 'ARMY TRANSITION PROGRAM EXIT SURVEY' ONLINE AT:  
<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>  
SOLDIERS MUST PRINT CERTIFICATE ISSUED AT END OF SURVEY AND BRING WITH THEM TO THEIR FINAL RECORDS REVIEW APPOINTMENT**
- ☐ **DA FORM 31 (LEAVE REQUEST)  
UPON COMPLETION OF DA FORM 31 SCHEDULE RECORDS REVIEW APPOINTMENT THROUGH S-1.**
- ☐ **IF MAKING CHANGES TO DD FORM 214 PLEASE BRING IN SUPPORTING DOCUMENTS TO SEPARATION SERVICES RECORDS REVIEW APPOINTMENT.**

**\*\*\* DO NOT CLEAR ID CARDS/DEERS AND KNOW YOUR CAC PIN \*\*\***